



## **Michigan Supreme Court**

State Court Administrative Office

**Trial Court Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

May 15, 2007

# **SEMINAR ANNOUNCEMENT**

## **Certified Electronic Recorder (CER) Training Seminar and Webcast**

August 9, 2007

Hall of Justice Conference Center

Lansing, Michigan

### **INTRODUCTION**

The State Court Administrative Office (SCAO) is pleased to announce a one-day seminar specifically for court personnel involved in court proceedings. This seminar qualifies as a post-high school board approved workshop and qualifies attendees to register for the Certified Electronic Recorders (CER) certification examination.

Participants may attend the educational session as an on-site seminar at the Hall of Justice Conference Center in Lansing, or via the Internet as a live webcast. On-site participants will be selected on a first-come, first-served basis.

### **DESCRIPTION**

This seminar is designed to provide participants with the essentials of preserving an accurate and complete record of court proceedings. The seminar covers the following topics related to recording and transcribing the record:

- Ethics and courtroom proceedings.
- Recording equipment, daily recording procedures, & marking exhibits.
- Logging and trial procedures.
- Medical terminology.
- Legal terminology.
- Punctuation, grammar, homonyms.
- Transcript preparation.
- Appeals procedures.
- What to expect the day of the exam.

## SEMINAR SCHEDULE

9:00 – 9:15 a.m.	Registration
9:15 – 11:45 a.m.	Certified Electronic Recorder Training Seminar and Webcast
11:45 a.m. – 12:30 p.m.	Group Lunch
12:30 – 3:00 p.m.	Certified Electronic Recorder Training Seminar and Webcast
	Continues
3:00 p.m.	Seminar Concludes

## PARTICIPANTS

This seminar is designed for court personnel who may be required to record and transcribe court proceedings. Due to budget constraints, on-site attendance is limited to 20 attendees. There is no limit for the number of webcast participants.

## SEMINAR REGISTRATION REQUIRED

### Registration for On-Site Attendance:

Seating is limited and will be on a first-come, first-served basis.

Please complete the attached registration form either electronically or by hand and fax to Trial Court Services (TCS). A downloadable version of this program announcement is also available via our website at, <http://courts.michigan.gov/mji/>, then select SEMINAR ANNOUNCEMENTS and click on “**Certified Electronic Recorder (CER) Training Seminar.**”

### Registration for Individual Viewing of LIVE Webcast:

If you have received a copy of this announcement electronically, you may click the E-Register WEBCAST link below to register online.

**E-Register WEBCAST**

If you received this announcement in hard copy, you may register electronically from our website at, <http://courts.michigan.gov/mji/>, then click SEMINARS/WEBCASTS, and WEBCAST REGISTRATION. Click on “**WEBCAST: Certified Electronic Recorder (CER) Training Seminar**” to register. You will receive a session PIN five days prior to the session.

**Please test the computer intended to be used during the webcast to ensure webcast compatibility. Use the “test” option on the MJI web page OR view one of the archived MJI programs. For technical difficulties please call the You-Niversity.com help desk @ 1-877-867-7300.**

Those viewing the archived webcast AFTER the Lansing seminar (8/09/07) do NOT need to register in advance. Please watch for an announcement in the weekly SCAO mail as to when the webcast is posted and available to view through the MJI website.

**Registration for LIVE Large Group Viewing of Webcast:** If you are interested in attending the seminar as part of a group viewed webcast, please test your technology in advance to ensure that it has the capacity to receive the audio and video stream via the internet. Only ONE person needs to register on-line as a representative for the viewing group.

## **CONFIRMATION**

**Applicants for on-site attendance** will be mailed a confirmation letter detailing specific on-site registration information. If you have not received a confirmation letter by Monday, July 30, please contact Trial Court Services (TCS) as indicated below.

**Applicants for webcast participation** will be e-mailed a PIN, as well as other log-on instructions, five days prior to the date of the seminar.

## **MEALS**

Participants will receive coffee, tea, and ice water throughout the seminar. A complimentary group luncheon will be provided. All other incidentals including dinner, mileage, parking, entertainment, phone calls, etc., are the responsibility of the individual or his/her funding unit.

SCAO programs are offered at facilities that accommodate persons with disabilities. If you require a special accommodation during the program, please indicate your needs on the attached registration form.

## **QUESTIONS**

If you have questions about the webcast technology, please contact Cathy Weitzel at WeitzelC@court.mi.gov or call (517) 373-7510. If you have questions concerning the registration process or the content of the program, please contact Connie Daiss at [daissc@courts.mi.gov](mailto:daissc@courts.mi.gov) or call (517) 373-9526.

**Registration Deadline Thursday, July 26, 2007**

**STATE COURT ADMINISTRATIVE OFFICE  
TRIAL COURT SERVICES  
ON-SITE REGISTRATION FORM**

**Certified Electronic Recorder (CER)  
Training Seminar and Webcast  
August 9, 2007  
Hall of Justice Conference Center  
Lansing**

**NAME (Mr/Ms):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COURT/OFFICE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE:( )** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Fax completed and **SIGNED** Registration Form by **Thursday, July 26, 2007**, to:  
**Connie Daiss, Fax: (517) 373-0974**